

Justice Bulletin

Montana Board of Crime Control

Website mbcc.mt.gov

A Publication of the Montana Board of Crime Control 3075 North Montana, PO Box 201408 Helena, MT 59620
(406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099

Request for Proposals (RFP)

RFP# 08-04-V Victims of Crime Act (VOCA)

Victims Assistance Grant Program

Proposal Deadline: February 4, 2008

Project Dates: July 1, 2008 to June 30, 2009

I. Introduction

The Montana Board of Crime Control (MBCC) is soliciting proposals for funding from Montana programs providing direct services to victims of crime. Particular consideration will be given to programs serving victims of sexual assault, domestic abuse, child abuse and victims of assault. The federal Department of Justice has not yet determined Montana's allocation. (**Note:** *Funds may not be actually available for local projects on July 1st because of the federal distribution schedule. You must plan for that contingency.*) Continuation programs in good standing will be given first priority for funding. However, funding is considered on a year-to-year basis and **is not guaranteed**. Please pay particular attention to **Section IX. Special Requirements**.

II. Purpose of Funds

To provide direct assistance to victims of crime as soon as possible after the crime occurs in order to reduce the severity of the consequences of the victimization, to improve the victim's willingness to cooperate with the criminal justice process, and to restore the victim's faith in the criminal justice system.

III. Eligibility

To be eligible for VOCA funding, a subgrantee must:

- ✦ Be operated by a public or non-profit organization that provides direct services to victims of crime;
- ✦ Demonstrate substantial financial support from other sources;
- ✦ **Utilize volunteers** (or request a waiver due to compelling reasons);
- ✦ Promote coordinated public and private efforts to aid victims within the community;
- ✦ Assist victims in seeking Crime Victim Compensation benefits;
- ✦ Provide services to victims of federal crime; and
- ✦ **Private nonprofit agencies must document their nonprofit status.**

IV. Late Applications

- 1) New project applications that are received past the due date will not be considered during the current cycle.
- 2) The first late submittal for continuation project applications will require appearance before the Victims Committee to request consideration. The second late submittal will not be considered during the current cycle.

V. Match

Match. All projects must provide 20 % hard or soft (in-kind) match from a non-federal source. This means that match can be actual cash donations or in-kind contributions, in any combination.

Note: *The budget sheet must include the required match as a percentage of the **total project budget**. Specifics of the match (amount and source {in-kind or hard cash}) must be clearly identified on **both** the Budget Sheet and Budget Narrative in the application. Projects must document the basis for determining the value of in-kind match. All match funds must be expended within the grant period and are restricted to the same uses allowed under the grant funds.*

VI. Funding Period

Funding period is July 1, 2008 through June 30, 2009.

VII. Limitations of Fund Use

Review this list carefully. If you have any questions, call MBCC prior to submitting your proposal.

1. Purchase of equipment must be integral and necessary for the project.
2. Construction, in general, is prohibited.
3. Land acquisition is prohibited.
4. Supplanting is prohibited.
5. Consultant costs must follow the applicable federal grant guidelines, Office of Management and Budget Cost Principles A-122, A-87 or A-21, and state policy.
6. State rates are to be used for calculating mileage, per diem, and lodging. Call MBCC for instructions regarding out-of-state travel.
7. Indirect costs are not allowable.
8. Pre-agreement costs are not allowable.
9. Rental costs are limited to the fair market value for similar facilities in your locality.
10. General salaries and personnel costs are allowable; *overtime cannot exceed 10 percent of the personnel budget.*
11. Funds may not be expended or obligated prior to July 1, 2008.
12. Purchase or lease of vehicles is not permitted.
13. If your agency received less than \$500,000 per year in total federal assistance, you will not be required to arrange for an audit and may not charge audit costs to your grant.

(Note: Agencies receiving \$500,000/yr or more in total federal assistance will be required to have an audit performed in accordance with Federal Circular A-133. Costs for such an audit should be charged proportionately to all programs being audited.)

VIII. Application Requirement

All successful applicants for grant award funds from MBCC must agree to submit quarterly narrative, data, and financial reports in the prescribed format according to MBCC time frames.

IX. Special Requirements

The majority of the application can be submitted online, however, the following **MUST BE MAILED**: proof of non-profit status (if applicable), signature page, letters of support, the VOCA Addendum and position descriptions for any personnel that will be paid with grant funds.

Allowable Direct Services

Federal guidelines, determined by congressional intent, require that VOCA funds be used to provide direct services to individual crime victims. Direct services include, but are not limited to:

- ✦ Crisis intervention;
- ✦ Emergency services such as shelter, transportation, and food;
- ✦ Support services such as follow-up counseling, personal or legal advocacy, referral to other service agencies;
- ✦ Court related services such as legal advocacy, emotional support during trial, and parole/probation hearings;
- ✦ Recruitment, training and coordination of volunteers who provide direct services to victims;
- ✦ Personal advocacy such as intervention with employers;
- ✦ Restitution advocacy;
- ✦ Victim impact panels; and
- ✦ Opportunities for crime victims to meet with perpetrators, if such meetings are requested by the victim and have therapeutic value to crime victims. Certain conditions must be met prior to any funding awarded for this purpose.
- ✦ Court appointed special advocates working directly with child victims of crime or coordinating volunteers.

Non-Fundable Programs / Services / Costs

Non-fundable programs / services / costs include but are not limited to the following:

- ✦ Victim compensation costs -- costs which would otherwise be eligible for state or federal victim compensation reimbursement;
- ✦ Victim relocation expenses -- such as moving expenses, security deposits on housing, on-going rent or mortgage payments;
- ✦ Community education - activities intended to raise the public's consciousness of victim

issues. Outreach activities are considered allowable providing they are not described as community education;

- ✦ Crime prevention activities;
- ✦ Lobbying for particular victim legislation, system improvement, etc. are not considered direct services to victims;
- ✦ Offender rehabilitation/treatment;
- ✦ Needs assessments, surveys, manuals and protocols;

X. Selection Process

The Victims Committee of the Board will review proposals at their May 2008 meeting. Their recommendations will be provided to the applicant at least 15 days prior to the June 2008 meeting of the Board. General selection criteria can be found on MBCC's website.

XI. Uniform Crime Reporting

If the grant is for a law enforcement agency, the law enforcement agency must be reporting Uniform Crime Data to the Board of Crime Control. The crime data must be compliant with the Montana Incident Based Reporting (MTIBR) standards and policy. If an agency is not yet compliant and has plans to become compliant, they may submit a Memorandum of Understanding (MOU) and the Board will decide if the MOU would justify a waiver until the agency becomes compliant. Contact staff if you are unsure of your status. For more information, please contact Jimmy Steyee at (406) 444-4298 jsteyee@mt.gov.

XII. Awards and Appeal

Appeal of the Victims Committee recommendations must be substantive and made in writing to the Executive Director at least 10 days prior to the June 2008 Board meeting.

Awards will be finalized by the full Board at the June 2008 meeting.

XII. Application Procedures

Applications will now be accepted only through MBCC's Online Subgrant Application System (OSAS).

1. Go to www.mbcc.mt.gov.
2. Click on the grants link on the green header to access instructions and to register.
3. Register as a new user if you are a first-time user of the online application system. Allow 5 business days for MBCC staff to activate your new user information.

The majority of the application can be submitted online; however, some documents must still be mailed. Your application will be considered complete only if the online application is submitted and the mailed documents are postmarked by the deadline. The following parts of your application must still be mailed:

- Signature page
- Nonprofit status verification (if applicable)
- Letter(s) of support
- VOCA Addendum
- Position descriptions

Who to Call for Assistance: Please call our front office at 444-3604 and speak with Kristel Matchett or Casey Richards if you need assistance with online registration or submission of the online application. If you need additional assistance in the preparation of the application, or if you have financial questions, please contact the following staff:

<u>Fiscal Staff</u>	<u>Phone</u>	<u>Program Staff</u>	<u>Phone</u>
Connie Young	444-7361	Stacye Dorrington	444-4763

Application Check List: Please refer to this checklist before submitting your application.

- | | |
|--|--------------------------|
| <input type="checkbox"/> Face Sheet | Online |
| <input type="checkbox"/> Executive Summary | Online |
| <input type="checkbox"/> Project Budget | Online |
| <input type="checkbox"/> Budget Narrative | Online |
| <input type="checkbox"/> Project Narrative | Online |
| <input type="checkbox"/> Special Assurances and Conditions | Online |
| <input type="checkbox"/> Signature Page | Online AND mail original |
| <input type="checkbox"/> Position Descriptions | Mail |
| <input type="checkbox"/> Non-profit Status | Mail |
| <input type="checkbox"/> VOCA Addendum | Mail |
| <input type="checkbox"/> Position Description(s) | Mail |

Mailed documents should be sent to the following address:

Montana Board of Crime Control
3075 North Montana
PO Box 201408
Helena, MT 59620-1408

Deadline: Applications for **RFP #08-04-V** must be submitted online with additional documentation mailed to MBCC and postmarked by **February 4, 2008, at 5 p.m.** Applicants may choose to use certified mail to guarantee receipt.

Applicants are strongly advised to adhere closely to all deadlines and requirements. The inability to abide by deadlines is considered to be a significant reason to recommend denial of the application.

Receipt Verification: All applicants will be informed in writing that their application has been received and will be assigned a grant number and an MBCC contact person.

Alternative accessible formats of this document will be provided upon request. Persons with disabilities who require this material in another format in order to participate in the Request for Proposal process should contact MBCC, 3075 N. Montana, PO Box 201408 Helena, MT 59620-1408. Phone (406) 444-3604 FAX (406) 444-4722 TTY (406) 444-7099.